



The Human Services Department
Invites Your Interest In the Position Of:

Program Coordinator – Paratransit Program (Full-Time/Temporary)
\$30.37 per hour plus benefits

The Position

Under general supervision and direction of the Mobility and Transportation Services Program Manager, the Program Coordinator organizes, coordinates and implements community programs in the Human Services Department. This position will work directly with the Fremont Paratransit Program, Tri-City Mobility Management Program, Tri-City Travel Training Program, Tri-City Taxi Voucher program, VIP Rides Program and Walk this Way Program.

The overall goal of these programs is to enhance the mobility, independence and general well-being of seniors and persons with disabilities residing in the Tri-Cities by providing high-quality transportation and support services.

This position is a temporary assignment through June 2013 with the possibility of extension dependent on funding.

Example of Duties

- Oversee the day-to-day operations of the Fremont Paratransit Program, including service eligibility determinations, coordination of group trip transportation, transportation service coordination and problem solving.
- Conduct mobility and transportation assessments with seniors and persons with disabilities to determine the most appropriate services, referrals and linkages.
- Coordinate scheduling and registrations for Tri-City Travel Training Program; conduct Travel Training Workshops that teach older adults and persons with disabilities how to use local buses and BART within Alameda County; perform follow-up evaluations with workshop participants.
- Coordinate scheduling and registrations for Walk This Way Program, a fitness and education program for older adults.
- Participate in the development and implementation of program outreach and marketing strategies.
- Organize and conduct community outreach presentations about mobility and transportation resources (including public transit, paratransit, older driver safety, subsidized taxi services, volunteer driver program, etc.).
- Develop and maintain effective working relationships with clients, staff, community groups and service providers.
- Participate in development and implementation of operational policies and procedures.
- Create and maintain accurate client and program records, including documentation of project activities and specific actions taken with clients.
- Prepare and submit monthly reports.
- Serve as a liaison to citizen advisory bodies.
- Assists with the set-up of facilities for program activities.
- Attend trainings and staff meetings as assigned.
- Other duties as assigned.

Requirements

The Human Services Department is searching for an effective team player who is able to multi-task in a fast-paced work environment. The successful candidate will be skilled in planning, organizing and implementing programs and working effectively under deadlines. In addition, he/she will be able to communicate clearly, concisely and tactfully both orally and in writing to a wide variety of internal and external customers.

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to acquire the appropriate background includes a Bachelor's Degree in Human Services or a related field plus a minimum of two years of social service experience, performing duties equivalent to those of a program coordinator.

Working knowledge of Microsoft Office Suite and possession of a valid Class C California Driver's License is required. The position requires the ability to travel independently within and outside of the City limits. The successful candidate must also be able to meet the physical demands related to the position's duties (i.e. lifting and carrying materials, moving and setting up tables and chairs, laptops and projectors).

The following are highly desirable:

- Verbal and written fluency in English and one of the following: Mandarin, Farsi or Spanish.
- Familiarity with community services programs for the elderly and disabled.
- Knowledge of and experience in using AC Transit, BART, or other public transit systems.

Compensation/Benefits

The hourly rate for this position is \$30.37. The position is represented by the FACE bargaining unit and receives benefits and contributes to CalPERS in accordance with their MOU.

Application Instructions

To be considered for this exciting opportunity, candidates must submit a completed City application and resume:

- To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538, or
- Through our online application system at www.fremont.gov/apply, select "City Temporary Jobs"

The first review of applications is November 26, 2012. Applications received after this date may not be considered and the position may close without notice.

Selection Process

The process will include individual and/or panel interviews, fingerprint check, reference check and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling (510) 494-4660.